



JON S. CORZINE
Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
PO Box 085
TRENTON, NJ 08625-0085
TELEPHONE: (609) 984-6500

STUART RABNER
Attorney General

GREGORY A. PAW
Director

APPLICATION FOR EMPLOYMENT

Formed under the Criminal Justice Act of 1970, the Division of Criminal Justice is the extension of the Attorney General's role as the State's Chief Law Enforcement Officer.

New Jersey's unified, integrated system of law enforcement is unique in the nation. The Criminal Justice Act of 1970 designated the Attorney General as the Chief Law Enforcement Officer of the State. The Division of Criminal Justice, on behalf of the Attorney General, provides a variety of functions pertaining to the administration of criminal justice.

Primarily, the Division is charged with the responsibility to detect, enforce and prosecute the criminal business of the State through the uniform and efficient administration of our criminal laws. In addition to its direct law enforcement operations, the Division provides oversight and coordination within New Jersey's law enforcement community.

The activities of the Division are conducted through a staff consisting of deputy attorneys general, investigators, professional and clerical personnel.

It is the goal of the Division of Criminal Justice to coordinate law enforcement efforts and cooperate to share resources within criminal justice communities on the state, county and municipal levels, to ensure the safety and security of all New Jersey citizens.



Intern Application Form

The completed application form and attached certification should be returned to Joanne Herbert, Human Resources, Division of Criminal Justice, Richard J. Hughes Justice Complex, 25 Market Street, PO Box 085, Trenton New Jersey 08625. If you have any questions concerning the completion of the application, its attachments or its utilization in the employment process, please contact Mrs. Herbert at the above noted address or by telephone at 609-984-4498. **Your application must include your school transcript (see page 7 of the application). Law Interns must also include a legal writing sample. Your application will not be considered complete and will not be processed until these documents are received.** For more information about the Division of Criminal Justice, you may view the website at www.njdcj.org.

***Privacy Act Notice**

You need not provide your social security number at this time but it is requested as a convenience to the appointing authority in assembling personal data relating to your employment. You will, however, be required to provide your social security number if you accept an offer of employment. Your social security number will be used to satisfy requirements under the Internal Revenue and Social Security Acts of the United States. Also, if a background investigation is required for the position for which you are applying, your social security number will be used as an identifier in performing that investigation.

Name: _____

Permanent Address: _____ Telephone: _____

Current Address: _____ Telephone: _____

E-mail: _____ Cell phone #: _____

Best contact #: _____

Social Security No: _____

(*See Privacy Act Notice on Page 2)

Drivers License: State License #: _____

Semester Application: " Spring (Jan-Apr.)
" Summer (May-Aug.)
" Fall (Sept.-Dec.)

Location Preference (if any): " Trenton
" Ewing
" Lawrence
" Cherry Hill
" Whippany
" Atlantic City

Bureau Preference (see website for description):

" Antitrust
" Appellate
" BiasCrimes/Community Outreach
" Computer Crimes
" Casino Crimes
" Civil Remedies/Forfeiture
" CODIS Compliance/DNA
" Environmental

" Financial Crimes
" Information & Media Services
" Insurance Fraud
" Major Narcotics
" Organized Crime
" Policy, Legislation & Research
" Prosecutors Supervision
" Special Prosecutions
" Victim/Witness

Educational Record:

College/University: _____

Location: _____

Date of Admission: _____ Date of Graduation: _____
(Month & Year) (Month & Year)

Major: _____/GPA _____ Minor: _____/GPA _____

Degree: _____ Honors: _____

Activities: _____

Graduate School: _____

Location: _____

Date of Admission: _____ Date of Graduation: _____
(Month & Year) (Month & Year)

Degree: _____ Honors: _____

Activities: _____

Law School: _____

Location: _____

Date of Admission: _____ Date of Graduation: _____
(Month & Year) (Month & Year)

Honors: _____ GPA: _____

Activities: _____

Awards: _____

Publications: _____

Civic Activities: _____

References: Set forth at least two (2) names and addresses of non-relatives including one professor from your current school. Please provide complete addresses and telephone numbers.

1. Name: _____ Telephone: _____
Address: _____

2. Name: _____ Telephone: _____
Address: _____

Miscellaneous (Please use separate sheet to explain “yes” answers for questions 1-3):

1. Have you ever been convicted of a violation of law other than a motor vehicle violation? " Yes " No

2. Have you ever been disciplined by an employer, military establishment or educational institution for improper conduct? " Yes " No

3. Have you ever been convicted of driving while intoxicated or received a conditional discharge or been placed in a pre-trial intervention program? " Yes " No

4. Please add any additional information which will help us in placing you where you are best qualified.

CERTIFICATION

I hereby certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and agree to the terms and conditions set forth herein.

I authorize the Division of Criminal Justice to verify any and all information in my application for employment.

Execute before a Notary Public or an Attorney-at-Law of New Jersey. If you do not have a Notary or a New Jersey Attorney available, you may bring this Certification to this office and one will be provided without charge.

Date: _____ Signature: _____
(Sign in Ink)

(Print or type name)

Sworn and subscribed to before me this
_____ day of _____, 20_____

(Signature)

(Print Name and Title)

Notary Public, my Commission

expires _____
(Affix Notarial Seal)

In order for your application to be complete, a transcript from the school in which you are currently enrolled must be sent to the Division of Criminal Justice. Please complete this request and send it directly to your college or Law School in order to have your transcript forwarded for retention with your application.

I will receive my _____ in _____ on _____
(Degree) (Date)

from _____
(College/University/Law School)

located at _____
(Address)

In connection with my application for employment, I hereby authorize
_____ to forward a transcript of my
scholastic record to:

Joanne Herbert
Human Resources
Division of Criminal Justice
Richard J. Hughes Justice Complex
25 Market Street, PO Box 085
Trenton, New Jersey 08625

Date: _____ **Signature:** _____

Printed: _____

(Completion of Information Below is Voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related medical conditions or disability or any other legally protected status.

Date___/___/___ Position(s) applied for_____

" Other (Specify) _____

Applicant's Name _____

Middle

Zip Code

Area Code	Phone
214	221-1234
214	221-1235
214	221-1236
214	221-1237
214	221-1238
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214	221-1299

To be completed by applicant - not for interview purposes - to be filed separately from application with Divisional Affirmative Action Officer.